

Board of Commissioners
Chair Rob Putaansuu
Vice Chair Danielle Murphy
Becky Erickson
Charlotte Garrido
Robert Gelder
Kol Medina
Ed Wolfe
Executive Director
Stuart Grogan



2244 NW Bucklin Hill Rd
Silverdale, WA 98383

Phone (360) 535.6100
Fax (360) 535.6169
TDD (360) 535.6106

<http://www.housingkitsap.org>

**HOUSING KITSAP BOARD OF COMMISSIONERS
WORK STUDY
JANUARY 16, 2018
MINUTES**

Board in Attendance: Mayor of City of Port Orchard Rob Putaansuu (Chair), Resident Commissioner Danielle Murphy (Vice Chair), Mayor of City of Poulsbo Becky Erickson, Kitsap County Commissioner Charlotte Garrido, Kitsap County Commissioner Rob Gelder City of Bainbridge Island Council Member Kol Medina, Kitsap County Commissioner Ed Wolfe.

Attending Staff: Executive Director Stuart Grogan, Chief Financial Officer Wendy Dutenhoeffer, Self-Help Program Director Dean Nail, Director of Real Estate Management and Housing Programs Holly Paterson, Administrative Support Assistant Tara Owensby, Notary Jennifer Di Vitto.

Absent: Project Manager of Affordable Housing Development Mike Brown.

1. Call to Order:

Chair Putaansuu called the meeting to order at approximately 10:45 a.m.

2. Public Comment:

No public comment.

3. Review of the proposed agenda:

No comment on the agenda.

4. Meeting Minutes:

The November Work Study meeting minutes were approved by consensus with one abstention.

5. Action Items:

A. Swearing in of new Board Commissioner

Chair Putaansuu recited the Oath of Office to Mayor of Bainbridge Island and Council Member Kol Medina.

B. Consideration of a motion to authorize the Executive Director to execute agreements with the selected Architect and General Contractor to further the implementation of the Rental Assistance Demonstration (RAD) project.

Commissioner Medina requested clarification on page 5, and asked what the preservation was for? Stuart apologized for the missing line or two of information, and stated that the project is to preserve

the same type of housing that is being repositioned. Commissioner Medina asked if it is normal procedure for action items at the work study meeting. Stuart and Board members informed Commissioner Medina that is not typical, only when absolutely necessary staff will request action to be considered at a work study session.

Commissioner Erickson moved to approve the Executive Director to execute the agreements with the selected Architect and General Contractor to further the implementation of the Rental Assistance Demonstration (RAD) project contracts as presented. Commissioner Gelder seconded. Motion carried.

6. Board questions and discussion regarding the Program Updates:

Vice Chair Murphy announced that she would love to attend the annual PNRC Conference in Seattle if the Board approved her to attend. All in attendance agreed that Commissioner Murphy could attend as long as there was room in the budget.

Vice Chair Murphy informed the Board that she submitted an application to sit on the Poulsbo City Council. If application is accepted Chair Putaansuu instructed Stuart to further investigate any conflict of interest there might be of an HK Board member holding a seat on the Poulsbo City Council.

A. Executive Director

Commissioner Garrido requested a clearer list of different types of functions in the Executive Director report. The Board encouraged Tara to look over the Kitsap Transit Board packets, to use Kitsap Transits packet as an example for formatting the Housing Kitsap Board agenda and packet, adding agenda summaries to each agenda item in the HK packet.

Commissioner Gelder mentioned that Baystreet in Silverdale will undergo utility projects. Commissioner Wolfe added that the Baystreet project will not start until the Silverdale way project is complete.

B. Business & Technology Resources

Budget Discussion: Wendy reported that she had a conference call with HK's consultant with Nan MacKay and are working to get the reports up and running.

Commissioner Wolfe requested that Wendy briefly explain Tenmast to Commissioner Medina to get him up to speed so he may better understand the history. Wendy briefly provided an overview of the previous process leading up to the conversion to Tenmast along with all the problems HK has had implementing Tenmast. Commissioner Medina thanked Wendy for the overview. Commissioner Erickson mentioned how remarkable it is that HK has converted the General Ledger due to the amount of history that was not well defined and is pleased to finally see HK have integrated reporting.

Commissioner Gelder mentioned that this Budget format is a night and day difference from how budgets have been done in the past. Wendy said that her goal for the next year is to provide the Board with more information by providing footnotes for each property.

There was a discussion of the HK budget that was previously presented, to allow Commissioner Medina to better understand the HK budget and its history.

C. Single Family/Self-Help:

Dean provided a visual map of Mason County outlining a property that could potentially mean 128 lots for the Mutual Self-Help program.

Dean informed the Board that USDA RD is redefining boundaries in Rural Communities. The most current version of the map indicates Port Orchard, Silverdale and Bainbridge Island are ineligible. Dean informed the Board that his team is working with Rural Communities Assistance Corporation (RCAC) to submit feedback to USDA RD on the impact of this change. They are also working with USDA RD on the national level to develop a method for the local area offices to grandfather projects owned by grantees, or those named as lead developers of affordable housing.

D. Development:

Stuart mentioned that Almira should be wrapped up before the end of the month.

E. Real Estate Management and Housing Program:

Holly provided maps of properties and encouraged the Board to contact her with any questions or concerns.

F. Executive Session:

Chair Putaansuu identified there was no need for an Executive Session. Commissioner Medina questioned the formality of the Executive director review being sent by the executive director. It was suggested that next time it be sent differently.

Chair Putaansuu motioned to adopt the 2017 performance evaluation of the Executive Director. Commissioner Gelder moved to approve. Commissioner Erickson second. Motion carried.

7. Adjournment:

The Board of Commissioners Work Study meeting was adjourned at approximately 11:45 a.m.

ATTEST:

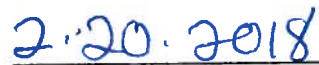


STUART GROGAN
Executive Director

ATTEST:



TARA OWENSBY
Administrative Support Assistant



Date Approved